

## **Billing & Collections Specialist**

- Do you thrive in an environment where you have the opportunity to work independently?
- Do you enjoy being analytical, solving problems, and being trusted to improve processes?
- Are you interested in learning the ins and outs of a law firm's financial processes?
- Does the challenge of owning the billing process of an eight-figure firm appeal to you?
- Do you value being able to turn your computer off at the end of the day and not think about work until the next time you clock in?

### **Position Summary**

Our law firm is growing, and we need someone to join us who is comfortable owning and improving upon our billing and collections processes. The Billing & Collections Specialist also works closely with the Finance team and attorneys to analyze accounts receivable, track important data, and maintain a level of communication with clients that instills confidence in our work.

Exceptional time management, communication, and problem-solving skills are essential for this role. While prior experience in tax law is not mandatory, you should be prepared to communicate regularly with clients with the help of attorneys.

### **What We Offer**

- Competitive compensation
- Performance-based bonuses
- Accrued paid time off
- Employer-provided health insurance
- Dental and vision insurance options
- Paid group disability and life insurance policy
- Up to 4% 401K match
- An annual retirement contribution from the firm's profit-sharing plan, which could result in additional 401K contributions
- Paid parking or monthly MARTA fare

### **Responsibilities**

- After adequate training, independently execute monthly client billing
- After adequate training, independently execute the monthly collections process
- Routinely manage and follow up on client payment plans
- Routinely aid the Finance Manager in billing quality control
- Meet with Finance Manager weekly and provide administrative support as needed
- Promptly respond to client billing and payment inquiries
- Consistently manage and document collection efforts according to established systems

### **Qualifications**

- An associate degree is required
- Proficiency with Microsoft Excel preferred
- Experience with Clio Manage preferred

- Basic knowledge of accounting practices, techniques, and terminology with a high level of mathematical calculations and accuracy
- Strong communication, interpersonal, problem-solving, and customer service skills
- The ability to balance multiple projects and manage time efficiently
- Attention to detail and accuracy are essential
- The ability to work independently and as part of a team

**Compensation**

\$45,000 - \$55,000, depending on experience

**About Wiggam Law**

Wiggam Law is an established tax law firm located in Midtown Atlanta. Our firm was recognized as the 4th fastest-growing law firm in the U.S. in 2020, according to the Law Firm 500! We help clients who have outstanding debt liabilities with the IRS, Georgia Department of Revenue, or other state revenue agencies. By focusing our practice solely on tax law, our team has been able to help thousands of clients resolve their tax issues and regain their peace of mind and financial stability.

Nothing makes our team happier than alleviating the stress and burden of tax issues for our clients. Through the consistent integrity and elite customer service provided by our team, we frequently get to revel in the warm and fuzzy feeling of celebrating with clients at the end of their cases. If you are someone who wants to play a direct part in making a difference in the lives of others, please apply to join our Wiggam Law team.

**To apply for the position, please email your resume and cover letter to [admin@wiggamlaw.com](mailto:admin@wiggamlaw.com)**